

Members Present:

Capt. Ed Coursey (City Co-Chair)
 Andy Kelemen (Resident – Ward 1)
 Jennifer Kurtinitis (Resident – Ward 1, Community Co-Chair)
 Anne Ludlow (Resident – Ward 1)
 Bernie Smith (Resident – Ward 4)
 Jim Stoddard (WAH)
 Robert Jones (Montgomery County)
 Tom Horne (TPVFD)

Absent (Excused)

Jessie Carpenter (Recording Secretary)
 Kay Daniels-Cohen (Resident – Ward 3)
 Patrick Kimvilakani (Resident – Ward 2)
 Kathleen Quinn (Resident – Ward 2)

Others Present:

Buddy Daniels
 Wolfgang Mergner

Agenda Item	Discussion	Action Item(s)	Responsibility
Welcome and Approval of Minutes	<p>The minutes of October 13, 2011 were adopted upon motion by Tom Horne; seconded by Anne Ludlow.</p> <p>The minutes of November 10, 2011 were adopted upon motion by Tom Horne; seconded by Andy Kelemen.</p> <p>The Committee discussed holding a holiday party to celebrate the end of the year. Given the date of the meeting, it was decided to have the gathering in place of the January meeting on Thursday, January 12th.</p>		
Membership Details	<p>Bernie Smith was officially approved as a Committee Member by the Council and Kay Cohen-Daniels announced that she had to relinquish her Committee seat in lieu of her recent election to the City Council. This leaves the Committee with one vacant Member seat.</p>		
Report from County OEM/HS	<ul style="list-style-type: none"> - The County conducted a Dam workshop for owners and operators. It covered lessons learned from the Gunners Lake scenario in fall 2011. Water rose to Level 2; when this occurs, dam owners and county agencies need to start notify residents living in the inundation area of the potential need to evacuate. Lessons learned included: the need for crowd control with First Responders arriving at the dam; in the future if one dam is at a Level 2 all dam owners will receive an alert to examine their dams; plans for community evacuation should not be conducted on scene, need representatives at EOC to assist. Dam owners are now able to view WebEOC via guest account. A dam drill was conducted last April where all owners were sent out to dams with a scenario and told to communicate findings with the EOC. A similar exercise will be conducted every year. - A COOP planners' class was held. The focus was on getting more people involved with 		

Agenda Item	Discussion	Action Item(s)	Responsibility
	<p>planning in the county. Currently there are over 70 COOP plans loaded into WebEOC.</p> <ul style="list-style-type: none"> - Update of County EOP - conference calls are being held every couple of weeks to review Annexes. The County Hazard Mitigation Plan is also undergoing revision. The Mitigation Plan is looking at things like dams & earthquakes and evaluating whether it is worth upgrading the levels those hazards are currently classified at in the County. - OEM/HS has conducted a number of community outreach events and have gone to fairs & elderly facilities 		
<p>Update on Lions Club & VMC</p>	<p>Group met on November 30 to discuss the VMC and what pieces are needed to start putting this into place. The primary concern is identifying a facility where a VMC can be operated. Ideally this location would be on a back-up generator that supports a facility as opposed to only life safety, and it would also have ample room for a waiting area and for the processing stations. Wolfgang and Patrick will assess the Hydrangea and Azalea Rooms at the Community Center and the next meeting will be held at WAU to assess potential of using one of the buildings on campus.</p> <p>Jenny engaged in discussions with Michael Goldfarb at County OEM/HS, formerly with the County Volunteer Center, regarding what the County currently has planned regarding a VMC should the need arise. At this time, the County has a virtual VMC in place; OEM/HS cannot commit to being able to stand up an actual VMC. Michael also provided the VMC Handbook that the County created as a reference tool. Group needs to further discuss the VMC with OEM/HS to see how to coordinate requests for volunteers and let the County know that this is a resource they can tap into.</p> <p>There was a discussion of recruiting volunteers in addition to the Lions to assist with this endeavor; suggestions included local faith-based groups or WAU students so we can utilize people who are right here in town who do not have to travel far during emergency conditions. The second meeting is scheduled for January 4th at WAU. Brian is reaching out to other Lions Clubs to see if they will provide any additional support for the VMC.</p>		
<p>Bi-Annual Report to Council for January</p>	<p>A Draft of the Bi-Annual Report to the City Council was emailed to Committee Members prior to the meeting. Member feedback solicited at the meeting included: addition of logo provided by Kathe Quinn, a request to have regularity of articles sorted before we submit this as it currently states that we have matter settled, spell out review of capital shield exercise more. Report will also include Council Job Aid developed by Bob Jones. He will resend to Committee and solicit additional feedback.</p>		

Agenda Item	Discussion	Action Item(s)	Responsibility
Committee Updates	<p>a. Communications Ed has been trying to meet face to face with Ginny to discuss what kind of space can be allotted to the EPC on a regular basis in the Takoma Newsletter. He plans to have the details of this settled before the end of the year. Suggestion from the group to post a teaser piece in newsletter that directs people to website to read rest. This would take up less space each month however it was mentioned that many people may not follow through and actually look up the full article. The Committee would also like to discuss future outreach to other publications such as the Takoma Voice and possibly working with online news sources such as Patch. Wolfgang suggested we look for a way to make articles timely since they are more guidance than new information. If we have a number of articles on specific topics ready to go, we can change the submission according to any disasters or emergencies have occurred locally or throughout the world. Otherwise we can post according to any current trends in preparedness, for example preparedness for hurricane season. This requires an ongoing relationship and conversation with editors.</p> <p>b. Volunteer Wolfgang and Jenny met with CERT Leadership on December 5th to have a conversation about ways to develop TP CERTs. Leadership explained they are county wide and have to be in center for all, making it difficult to hold meetings in Takoma Park/Silver Spring area. They encouraged us to work with our local folks and see if we might be able to provide a channel to help get them to the monthly Rockville meetings. Committee would like to connect with Department of Rec to see if they have a vehicle we might be able to use to carpool. Would like to work with active TP CERT volunteer Fred Levinson to see if he could help organize local CERTs. Down the road CERT Leadership would be interested in organizing an exercise down county however it will be some time before that happens.</p>		
Adjourn	The meeting was adjourned at 10:02 a.m.		